

Employee Giving Program

Required Documents: Governmental Units

New Organizations

- Copy of your IRS tax-exempt status determination letter. [See an example](#) (.jpg).
- Completed copy of the King County Substitute W-9. Make sure it's the King County form, NOT the federal form, as shown below.
 - o [Downloadable blank King County Substitute W-9](#) (.pdf, 115 KB).
 - o [Instructions for Businesses](#) (.pdf).

The image shows the King County Substitute W-9 form. A large green checkmark is overlaid on the form, indicating it is the correct form to use. The form includes sections for Business Type, Business Registration Information, and Purchasing Location Information.

The image shows the federal W-9 form. A large red X is overlaid on the form, indicating it is not to be used. The form includes sections for Name of entity/individual, Business name/disregarded entity name, and Exemptions.

- Documentation of authorization of the unit to solicit and accept donations.
- Proof of separate fund or account.
- Documentation of the tax-deductibility of contributions to that separate fund.

All Organizations

- PDF copy or screenshot of your listing with the Washington Corporations and Charities Filing System, showing current registration with the Charities Program. *Find your organization's listing via the [Charities Program search page](#), and make sure your file includes ORGANIZATION SUMMARY at the top, a status of Active, and a renewal date after the EGP application deadline.*

ORGANIZATION SUMMARY ← **Must say "ORGANIZATION SUMMARY"**

ORGANIZATION INFORMATION

Organization Name: HAPPY TODAY	FEIN Number: 911234567	UBI Number:
Registration Number: 123456	Federal Tax Exempt Status: Yes	Is this Charitable Organization associated with any Corporation or LLC?
Purpose/Mission of the Organization: TO BRING HAPPINESS TO THE WORLD	Federal Status Type: 501(c)(3)	

Status: Active ← **Status = Active**

Renewal Date: 11/30/2026 ← **This date must be after the application deadline**

Example for illustrative purposes only.